



Department of Conservation & Recreation
Customer Refund Request

Important: Proof of payment is required for requesting and processing a refund. Please attach your original receipt/s to this document along with a letter explaining the reason for your request.

Refunds will be issued by check from the Massachusetts Treasury. Please allow 8-12 weeks for processing.

Customer Name: _____
Customer Address: _____
Email Address: _____
Customer Telephone: _____
Refund Requested Amount: _____
Last 4 Digits of Card Used _____
Copy of ID _____

Type of Refund Requested (Please check below)

<input type="checkbox"/> Day Use Parking	<input type="checkbox"/> Day Use Parking – Prepaid for Event
<input type="checkbox"/> MassParks Annual Pass	<input type="checkbox"/> MassParks Annual Pass – Second Vehicle
<input type="checkbox"/> Pavilion Rental	<input type="checkbox"/> Youth Group Bus Pass
<input type="checkbox"/> Athletic Field Permit	<input type="checkbox"/> Other: _____

Facility where purchase was made: _____

Signature: _____ Date: _____

Please Mail refund request to:

DCR
External Affairs/Refunds
Suite 900
251 Causeway Street
Boston, Ma 02114

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS

Department of Conservation and Recreation
251 Causeway Street, Suite 600
Boston, MA 02114-2199
617-626-1250 617-626-1351 Fax
www.mass.gov/orgs/departments-of-conservation-and-recreation



Charles D. Baker
Governor

Karyn E. Polito
Lt. Governor

Kathleen A. Theoharides, Secretary, Executive
Office of Energy & Environmental Affairs

Leo Roy, Commissioner
Department of Conservation & Recreation